

CACFP Policy Memorandum 2003-06

TO: Family Day Care Home Sponsors

FROM: Paul McElwain, Director
School and Community Nutrition

RE: Sponsoring Organization Staff Training

DATE: August 1, 2002

The State Agency conducted a survey in June 2002 as to when FDCH sponsors planned to conduct annual training for providers under their sponsorship.

Two sponsors were identified that had conducted their trainings **before** attendance at State Agency training. While it is necessary that sponsors conduct trainings throughout the year for providers, it appears unreasonable that annual training for providers be required until after each sponsor attends State Agency training.

Due to the numerous changes that have occurred as a result of regulatory changes, as well as a continuing emphasis on program integrity, providers do not have the benefit of new information should the sponsor conduct training before the annual State Agency training.

Therefore, the State Agency shall now require that all FDCH sponsors conduct annual training for sponsored providers after sponsor attendance at State Agency training. All annual sponsor trainings must be conducted by October 1 of each fiscal year.

The effective date of this policy is September 1, 2002. Any questions regarding this policy should be directed to Susanne Hubbard at 502/573-4390.